

LGS International Travel Clearance Workflow

Student

- Student completes the International Travel Clearance (ITC) Form in the LaneyConnect Hub **for ANY Emory-related** activities. If an Emory-related activity is conducted during personal travel, the ITC will direct students to a set of questions or a form that will be reviewed by the Export Control and Global Safety teams.

DGS

- Slate routes the form to the DGS for review.
- DGS reviews, consults the student's advisor, and approves or denies ITC request.

Student Affairs

- Approved form is routed to LGS Student Affairs (SA) for review.
- Travel with [Risk Level 3 or above](#) requires a Global Safety consultation; Dean Arriola reviews Risk Level 4 and above.
- The ITC form is marked as "pending" during the review.

Student

- Pending status prompts students to complete the ISOS Travel Advisory Brief and the International Travel Canvas course.
- The travel brief and the Canvas course completion certificate must be uploaded to students' pending ITC form in the LaneyConnect Hub.

Student Affairs

- The ITC form is routed back to SA for final review and approval. The Student, DGS, Advisor, and PA will receive a final email notification of the decision.

Student

- The student will receive an email confirming their approved trip and instructions to register their trip details (flights, hotels, etc.) with ISOS prior to departure. Registration with ISOS is required for safety and insurance purposes.

Questions should be directed to the LGS Student Affairs team at lgs.studentaffairs@emory.edu



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